

OTE 85-5076a

17 DEC 1985

MEMORANDUM FOR:

Employee Family Liaison Office, OP

STAT

FROM:

Director of Training and Education

STAT

SUBJECT:

Parking at Chamber of Commerce Building

1. I want you to know how much I regret your receiving a parking ticket when coming to participate in the Agency Orientation and Office Procedures Course. Given the circumstances surrounding the ticket, we are seeking Office of General Counsel approval to reimburse you. I hope their review is favorable and will let you know the results.

2. In the meantime, we are looking at ways to improve access to this building for you and other guests and hope to have the parking situation resolved in the near future.

3. Thank you again for your support to this office. The success of the Agency's training effort depends on speakers like you, and we look forward to working with you in the future. Again, I apologize for the inconvenience.

STAT

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OTE/C/AD (13 December 1985)

STAT